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TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
March 7, 2018 at 10:30 a.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

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**Frequently Used Acronyms Attached

Members Present:

Derek Bradshaw, MAR   Gary Mekjian, MML
Jonathan Start, MTPA/KATS – Chair

Support Staff Present:

Rob Balmes, MDOT   Roger Belknap, MDOT via Telephone
Mark Holmes, DTMB/CSS   Dave Jennett, MDOT
Gloria Strong, MDOT

Members Absent:

Don Disselkoen, MAC – Vice-Chair
Rob Surber, DTMB/CSS

Public Present:

None

1. Welcome – Call-to-Order – Introductions:

The meeting was called to order at 10:34 a.m..

2. Changes or Additions to the Agenda:

None

3. Public Comments on Non-Agenda Items:

J. Start commented that the ACE agenda will be changing in the near future so as not to duplicate efforts with the TAMC full Council meeting that immediately follows ACE Committee meetings.

4. Consent Agenda – J. Start (Action Items):

4.1. - Approval of the February 7, 2018 Meeting Minutes (Attachment 1)

D. Bradshaw made a motion to approve the February 7, 2018 meeting minutes; G. Mekjian seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)

R. Belknap gave an update of the TAMC financial status. A copy of the report was provided.

5. Review and Discussion Items:

5.1. – TAMC Products and Services Survey – R. Belknap

Support staff has created a TAMC Products and Services Survey to get feedback from people on how much they know about the TAMC. The survey was initiated at a meeting held with the MDOT Performance Excellence Section in January regarding subjects that will need to be discussed at the June 6, 2018, TAMC Strategic Planning meeting. The survey will be done through Survey Monkey. Survey Monkey will do the survey analysis at the end of the survey. The link to the survey will be added to the TAMC Website and small flyers provided on tables at conferences that TAMC participates in. It was suggested to

end the survey on May 1, 2018. Survey Monkey will tally the responses and the results will be shared at the June 6, 2018, Strategic Planning Session.

ACE Committee would like the link to eGov Delivery more accessible to people that may be interested in getting signed up to receive TAMC informational updates. It was suggested to place the link on the TAMC information pamphlet that will be placed on the tables at conferences that support staff attend on behalf of TAMC. The current link to sign up on eGov Delivery is not attractive and lengthy. M. Holmes will work on creating a special link to add to the TAMC flyer.

Action Item: M. Holmes to create a special link to add to the TAMC informational flyer.

5.2. – FY 2018 Culvert Pilot Project – R. Belknap
The Bridge Committee sent out a culvert owner/agency survey on March 6, 2018. There are three categories: Tier 1.) – Agencies that have no culvert data and are starting from the beginning, Tier 2.) – Agencies that have information in hard copy but not shared, and Tier 3.) Agencies that already have culvert information and are maintaining that data. MTU is going to develop a model/plan on how to get this task covered and monies obligated by the end of September 2018 deadline. MTU and CSS will use their resources to move this project forward. MTUs Bridge inventory will help with this project. There is a lot to consider when doing the inspections and the Bridge Committee will be determining the culvert criteria.

5.3. – 2018 TAMC Awards – R. Belknap
Each ACE Committee member was asked to submit at least one nomination for an award. The full Council will also be asked to submit a nomination and share the request with their respective organizations. The committee suggested that R. Belknap send the awards nomination request to consultants, the Regional Planning Organizations (RPOs), and the Metropolitan Planning Organizations (MPOs), to possibly get more nominations. R. Belknap will also share this on his Regional/Coordinator telephone calls each month. Award nominations should be sent to R. Belknap by April 1, 2018. So far there are two possible nominations: Bridge Committee nominated Vicki Sage at MTU, and D. Bradshaw nominated Genesee County Road Commission.

Action Item: ACE Committee will solicit at least one award nomination from each Council member and encourage them to share the request for TAMC Award nominations with their respective organizations. Nominations are due to R. Belknap by April 1, 2018.

Action Item: R. Belknap will solicit award nominations from Consultants, RPOs, MPOs, and on his Regional/Coordinator calls.

5.4. – 2017 Michigan Roads and Bridges Annual Report Status Update – R. Belknap/D. Jennett
G. Chesbro gave a presentation to Data Committee last month on his 2017 PASER data analysis. He will be sharing this data at full Council meeting today. Support staff requests that committees and council members review the Bridge data document that has been placed out on the TAMC Website. Support staff was asked to let everyone know when they must review a document that has been placed out on the Sharepoint site and give them a due date that the document must be reviewed by.

Action Item: Support staff will send out notices to committees/council members when there is a document out on Sharepoint that must be reviewed and provide a due date that the document must be reviewed by.

5.5. – FY 2019 TAMC Budget Preparations and RPO/MPO Allocations – J. Start/R. Belknap/ M. Holmes
The FY2019 RPO/MPO allocations for asset management will be maintained at the same level as FY 2018. RPOs/MPOs need to make sure they are submitting as designated in their Unified Work Program. They are integrating the new standard reporting on how they are reporting expenses by activity type in their allocations. Just a few are not and R. Belknap has reached out to those and just reminded them. MTU and CSS have been given some time to develop their FY 2019 Work Programs. TAMC will hold a Strategic Planning Session in June and it is assumed conversations at that session will have some impact on the TAMC budget; $2 million

from the Culvert Pilot Project has been included into the TAMC FY 2018 budget. CSS is starting to put together their 2019 Work Program now and will add to it as needed before submitting their final Work Program.

5.6. – RPO/MPO Annual PASER Condition Reporting – R. Belknap (Attachment 3)
The federal road reports that are a requirement in the RPO/MPOs Unified Work Program have in the past been provided in two ways: 1.) Using a document following the same procedural approach year-after-year or 2.) Using a more Web-based deliverable like a local interactive map. This was an item on the recent RPO/MPO Coordinators call. We heard that a few agencies prefer to use their Website to report out as opposed to doing a hard copy document. The ACE Committee is fine with agencies using their Website as long the report can be printed and has detailed information. It must hold at least the minimum amount of specific information that TAMC is looking for. The required products are: 1.) PASER data for Federal and Non-federal aid systems, to be submitted to TAMC via the IRT; 2.) Quarterly or monthly activities reports must be submitted with invoices to the TAMC Coordinator; 3.) An Annual Report of asset management program activities, as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; 4.) Links to the Regional Annual Report on agency Website and submit copies to the TAMC Coordinator by April 1st of each year, and 5.) A draft status report of Public Act 51 agency asset management activities and plans within MPO/RPO boundary by September 30th of each year.

A lot of the local agencies look forward to receiving this information from the regions. Several elected officials also look for this data. The information provided in these reports contains more information than what is found on the TAMC Dashboards and should not be considered a redundant effort. TAMC Support Staff has provided these reports to legislators in the past as a way of responding to requests for local data (by township for example). Some communities use this information to see how they are doing compared to others who have the same amount of funding.

6. – Announcements:
6.1. - LTAP's "*The Bridge"* Newsletter Article 2018 Schedule – TAMC ACE Committee Second Quarter – R. Belknap
MTU staff are finalizing the Bridge Committee's first quarter article and the ACE Committee will write the article for the second quarter. The Bridge Committee article is scheduled to be released at the end of March or early April. The ACE Committee article is due June 2018. Tim Colling, from MTU, will provide a more definitive due date. A couple of ideas for the article were to promote the 2018 TAMC Spring Conference in conjunction with APWA (with quotes from the presenters) and the Annual Report. The Committees will speak with MTU prior to writing their articles to ensure they are written in the correct format and address the audience that MTU requires. Support staff will assist the committees with writing their articles.

Action Item: ACE Committee to write the next article for the second quarter; possible topics will be the 2018 TAMC Spring Conference in conjunction with APWA or the Annual Report (possibly due beginning of June).

Action Item: T. Colling will inform the Committee of the date that their article is due to MTU.

6.2. – CSS Technology Update – M. Holmes
CSS has developed color coding to rate their applications - Websites, Data Storage, and IRT updates. "Green" is good, "yellow" means it needs to be upgraded in the near future, and "red" means it needs immediate change. The 2017 infrastructure items looked good but the data structure needed to be improved. The 2017 IRT, mobile and regular interactive map, and Web services have been updated and they are all now in the "green." The dashboards are in the "red" for 2018, as they need to be updated with data and be more

responsive. They are currently working on PASER uploads and becoming ADA compliant (which is in the "yellow"). M. Holmes feels everything is looking very well in the area of technology with CSS.

Action Item: D. Jennett will add the CSS color coding rating changes to the annual report under "Accomplishments."

7. Public Comments:
None

8. Member Comments:
None

10. Adjournment:
The meeting adjourned at 11:57 a.m.. The next meeting will be held April 11, 2018 at 10:30 a.m., 2700 Port Lansing Road, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
APWA	American Public Works Association
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION

MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
RUCUS	Roadsoft Users Conference United States
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM